

## PURCHASE ORDER CHANGE ORDER ANALYSIS AND STAFF RECOMMENDATION

Contracting Agency:	Housing Authority of the City of Milwaukee
Purchase Order Number:	WG120597
Contractor:	Rams Contracting Ltd.
Change Order Amount:	\$299,000.00 not-to-exceed
Type of Work, Services, or Material:	Topsoil Spreading for Public Construction Phase 3 Utilities
Housing Development:	Westlawn Gardens Phase 2
Budget/Account Number:	City of Milwaukee / COCC / CFP, 558B-148000

## PROCUREMENT REVIEW

**PROCURING SECTION:** Modernization & Development Services

The Housing Authority of the City of Milwaukee (HACM) solicited competitive pricing for Topsoil Spreading for Public Construction Phase 3 Utilities at Westlawn Gardens Phase 2. The work was awarded to Rams Contracting Ltd. (Rams), the lowest responsive and responsible bidder. The original award amount was \$40,313.00. This amount fell under the threshold of \$250,000.00 above which approval by the HACM Board of Commissioners is required; therefore, said award was not presented to the board for approval at that time.

During the course of construction, additional topsoil spreading work beyond the original scope was required, resulting in a cumulative change order amount of \$299,000.00 not-to-exceed. This amount includes previous increases for approved work items as well as a non-to-exceed increase for the remaining work items that are being calculated and finalized.

Most of the additional work items were needed for relocation of stored or excess soil that had to be relocated to make way for site development and building construction. Some work items were considered an emergency to address safety concerns at various residences and within the neighborhood.

Since Rams was already contracted for topsoil spreading work and mobilized on site, staff solicited Rams to take on the additional work, which Rams was willing to do on a time & materials basis. For some of the larger work items, staff solicited firm pricing in advance, include pricing from other contractors to ensure that Ram's pricing was competitive.

The Modernization & Development Services Section recommends executing the cumulative change order as described above. The new purchase order amount of \$339,313.00 not-to-exceed now exceeds the aforementioned \$250,000.00 threshold; therefore, approval by the HACM Board of Commissioners is required.

Vice President of Construction \_\_\_\_\_ Date \_\_\_\_\_

## EMERGING BUSINESS ENTERPRISES

Target Contracting      25 %      20% MBE and/or WBE  
5% any designation (MBE, WBE, DBE, EBE, SBE, VOB)

Proposed Contracting	100	%	MBE/WBE
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Rams Contracting Ltd. is a certified MBE/WBE with the State of Wisconsin. Rams Contracting Ltd. has not identified a need to subcontract at this time. If Rams Contracting Ltd. needs to subcontract any portion of the work in the future, then Rams Contracting Ltd. will contact Purchasing/Contracts Services prior to seeking any subcontractors on its own. Purchasing/Contracts Services recommends proceeding with the change order.

Contract Compliance Officer \_\_\_\_\_ Date \_\_\_\_\_

**CONTRACT CHANGE ORDER ANALYSIS AND STAFF RECOMMENDATION**

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**SECTION 3**

This change order falls under the new Section 3 rule. Our consultant, Motivation Inc., will be working with Insulation Technologies Inc. on Section 3 compliance under the new rule. Purchasing/Contracts Services recommends proceeding with award.

Contract Compliance Officer \_\_\_\_\_ Date \_\_\_\_\_

**FINANCE AND ACCOUNTING**

Finance and Accounting concurs with the recommendation of the Procuring Section to execute the change order to the purchase order as described. Charge the account number(s) as listed above.

Grants Accountant/Budget Analyst \_\_\_\_\_ Date \_\_\_\_\_

**RECOMMENDATION**

RECOMMEND EXECUTION OF CHANGE ORDER AS DESCRIBED ABOVE.

**APPROVAL RECOMMENDED**

Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

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**APPROVED**

Secretary–Executive Director \_\_\_\_\_ Date \_\_\_\_\_

HA-195 (09/2015)